

12 JAN 1954

MEMORANDUM FOR: Comptroller

SUBJECT : Control of Changes to Allotments - Personal Services

1. The attached procedure for providing advance notification of proposed changes to personal services allotments has been reviewed by this Office in accordance with your request. Comments and views of the Personnel Office can best be expressed in terms of the following questions and problems which this proposed procedure may create:

a. Paragraph 3a of your proposed procedure recognizes the use of Form SF-50 as an authorized notification of change in allotment codes but makes no reference to the Form SF-52 when used "in lieu of the SF-50." Does this mean that item No. 17 on SF-52 actions when used "in lieu of Form SF-50" is not applicable? If so, then such is contrary to current approved procedures on the use of the SF-52.

b. If the special form referred to in paragraph 3b for any one individual is used in lieu of an SF-50 and/or SF-52 change, such would create an authorized allotment change which would not necessarily correspond with the effective date of change authorized and approved on the official SF-50 and/or SF-52. The possibility of this occurring is very high since the "effective date" of change on the special form is, at best, an estimated date by the operating office. Effective dates for reassignment recommended by operating offices are subject to review and evaluation by the Security Office for clearance purposes, the appropriate Career Service Board for review and assignment recommendations, and the Personnel Office for final placement and official authentication. Any one of these three organizational components may cause a change in the recommended effective date of reassignment or may, in effect, cause the proposed reassignment to be cancelled entirely.

c. If the special form referred to in paragraph 3b is used in addition to the SF-50 and/or SF-52, such would appear to be a full duplication subject to the same diffi-

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culties described in paragraph 1b above as to "effective date" of change.

d. Problems which may be created other than those mentioned above include name changes, reassigned to and from cover situations, conversions from Staff Employees to Staff Agents and vice versa, promotions, demotions, reimbursable military reassigned, cancellation and/or amended reassignment actions, etc.

2. In view of the many technicalities involved in the reassigned of personnel, it is the considered opinion of this Office that the procedure outlined in the attached proposal will create cumbersome administrative and records control problems for both your Office and the Personnel Office. The man hours required to establish and maintain appropriate controls and records to support your proposed procedure would appear to be excessive. You may wish to reconsider the proposal in light of the problems referred to above.

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Deputy Personnel Director

Attachment: as stated

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